



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO PROVIDE Positive Youth Development Activities and Supports located at a Community Resource Center

RFP#A1527VF
April 18, 2016

Michael Ranney, CRC-R, LMHC, Commissioner
Department of Mental Health
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP #A1527VF
TO PROVIDE Positive Youth Development Activities and Supports
located at a Community
Resource Center

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified recipients for the provision of Positive Youth Development Activities and Supports. Qualified recipients must currently be contracted with the Erie County Department of Mental Health. This RFP reflects the County’s practice of periodically putting existing professional services out for RFP. The associated funding has historically been allocated for the Family Resource Center located at 347 East Ferry in Buffalo, NY 14208.

The applicant must be experienced with providing Positive Youth Development Activities and Supports to youth in the target population. Targeted youth ages 5-18 must include at least 80% of those served who are TANF eligible at up to 200% of Federal Poverty Level. A lead applicant who does not possess the experience with the target population may partner with one or more not-for-profit providers who can demonstrate such experience. Those not-for-profit 501(c)3 agencies who meet the above criteria are eligible to apply for this Request for Proposal. While only the lead applicant must be presently contracted with the Erie County Department of Mental Health, both the lead and, if applicable, the partnering agencies must be not-for-profit 501(c)3 organizations.

It is the expectation that services awarded under the RFP will be **implemented no later than October 1, 2016.**

It is anticipated that approximately \$112,500 will be available annually to support the provision of services with the selected award recipient being required to provide \$12,500 of required matching funds which also are to be utilized towards the provision of services. The 2016 award will be prorated against the effective implementation date.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	April 18, 2016
Emailed Questions to Marcia.Kuma@erie.gov :	May 6, 2016
Posting of Responses to Emailed Questions by	May 13, 2016
Proposals Due: 3 p.m.	May 23, 2016
Selection Made: Approximately,	July 1, 2016
Contract Signed: Following all necessary County approvals	

B. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. Proposals shall be limited to ten (10) pages. All documents are to include page numbers.

Proposals are to be packaged and ordered in the following manner:

- a) One page transmittal letter or memo on agency letterhead.
- b) ECDMH RFP Submission Package Checklist (Attachment 1) on the top of entire submission package (after agency transmittal letter).
- c) Signed Agency Cover Sheet form-(form attached to this RFP) .The original must have the original signature of the applicant organization's chief executive. Unsigned proposals will be rejected.
- d) Copy of the Board Resolution authorizing submission of this proposal (Attachment 2).

- e) Attestation to participate in/cooperate with the ECDMH system of care reform efforts (Attachment 3).
 - f) Documentation of Community Support (Attachment 4).
 - g) If applicable, Memorandum of Understanding with partnering agency (Attachment 5).
 - h) Proposal Narratives. These are to be limited to no more than ten (10) pages.
 - a. NOTE: The ten (10) page limit on the Proposal Narratives does not apply to the additional pages comprised by the required Submission Package Checklist, Agency Cover Sheet, Budget Worksheet, and other required application materials which may have their own page limit specifications.
 - i) Budget Worksheet (Attachment 6).
 - j) Job Descriptions (Attachment 7).
 - k) If Applicable, Certification letter indicating Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) (Attachment 8).
 - l) If Applicable, Proposer Company is 51% or more Veteran owned (Attachment 9).
 - m) Disclosures of any employees/officers who are currently, or were a county employee w/n 1yr of response to RFP (Attachment 10).
 - n) Signed Schedule A (attached to this RFP).
 - o) Insurance Certifications, (form attached to this RFP as Schedule B).
 - p) Signed and notarized Erie County Equal Pay Certification (form attached to this RFP as Schedule C).
2. One (1) original and six (6) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

Michael R. Ranney, CRC-R, LMHC,
Commissioner
Erie County Department of Mental Health
95 Franklin St. Rm. 1237
Buffalo, NY 14202

All proposals must be delivered to the above office on or before May 23, 2016 at 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

Requests for clarification of this RFP must be written and submitted via email to Marcia Kuma at Marcia.Kuma@erie.gov and with the Subject line **PYDA RFP#A1527VF** no later than 4p.m. on **May 6, 2016** . Formal responses will only occur in response to those questions emailed by this date. Formal written responses will be posted by the County on the Department of Mental Health website:

<http://www2.erie.gov/mentalhealth/index.php?q=node/97/> edit on **May 13, 2016**. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.

5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from, nor any agreement awarded to, any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

ERIE COUNTY DEPARTMENT OF MENTAL HEALTH

Positive Youth Development Activities and Supports Located at
a Community Resource Center

RFP#A1527VF

AGENCY COVER SHEET FORM - APPLICANT INFORMATION

(This is to be the top sheet for the entire application package.)

Organization Name	Please list the official name of your organization.
Mailing Address	Please list the official address of your organization for mailing purposes; include city and ZIP code information.
Primary RFP Contact	Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for the primary contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to lynn.kaczmarowski@erie.gov
Alternate RFP Contact	Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for an alternate contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to Susan.Carson@erie.gov
Leadership	Please list the name of your organization's Executive Director, President or Chief Executive Officer. If your organization has interim leadership, please list "Interim" in parentheses.

Chief Executive Officer Signature (as identified above)

Date

Title

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

Applicants must currently contract with the Erie County Department of Mental Health. In addition, the applicant must be experienced with providing Positive Youth Development Activities and Supports to youth in the target population. Targeted youth ages 5-18 must include at least 80% of those served who are TANF eligible at up to 200% of Federal Poverty Level. A lead applicant who does not possess the necessary experience with the target population may partner with another not for profit who can clearly demonstrate such experience. Those not-for-profit 501(c)3 agencies who meet the above described criteria are eligible to apply for this Request for Proposal. While only the lead applicant must be presently contracted with the Erie County Department of Mental Health, both the lead and, if applicable, the partnering agency must be not-for-profit 501(c)3 organizations.

The successful applicant must be able to provide Positive Youth Development Activities within the City of Buffalo Zip code of 14208. This area was previously identified as an area in need of such services and utilizing World Health Organization framework for mental health risk, remains so.

As a result the applicant must be able to provide services at a suitable location within the identified zip code. The facility must:

- Be officially ready for occupancy no later than October 1, 2016 (having received all zoning, code and/or other governmental clearances and approvals);
- Have adequate space and resources to provide the type of Positive Youth Development Activities that are presented in the response to the RFP;
- Where applicable staff must successfully complete and satisfy the necessary background checks;
- Documented support of the community; and
- Applicant must be able to demonstrate the financial ability to cover facility costs (operating owner or lease)

Successful applicants will also be able to demonstrate the ability to deliver activities and related supports that foster Positive Youth Development. Positive Youth Development refers to intentional efforts of other youth, adults, communities, governmental agencies and schools that provide opportunities for youth to enhance their interests, skills, and abilities in a manner that optimizes developmental progress, increases assets or protective factors and/or decreases risk factors.

Positive Youth Development programs are essential community based prevention activities. These activities are designed to positively impact young people in five core areas: self-esteem, cultural awareness, intellectual ability, physical fitness, and community involvement. Positive Youth Development programs seek to empathize with, educate, and engage youth in productive activities by focusing on the strengths of child and adolescent development.

The goals of Positive Youth Development focus on promotion of optimal human development. The tenets of which can be organized into the 5 C's which are: Competence, Confidence,

Connection, Character, and Caring. When the 5 C's are present, the 6th C of Contribution is realized.

Programs generally target one of the following three (3) Social Domains:

- Family: Some form of family involvement that promotes clear, comprehensive information on child development, skills, techniques and strategies that correspond to effective family management practices;
- School: Some form of school components that support class room based competence-promotion; and
- Community: Interventions that address the impact of community and neighborhood factors on youth development.

Services and supports can either be provided in a “Universal” or “Selected” manner. “Universal” indicates that the entire population is included without regard to individual risk for problems or disorders. “Selected” programs work with youth at significantly higher than average risk for health and behavioral problems due to individual, family, school, or other environmental factors.

The University of Minnesota’s Keys to Quality Youth Development summarizes eight keys elements of programs that successfully promote youth development. Such programs are physically and emotionally safe; give youth a sense of belonging and ownership and foster their self-worth; allow them to discover their self (identity, interests, strengths); foster high quality and supportive relations with peers and adults; help youth recognize conflicting values and develop their own; foster development of new skill; have fun, and have hope for the future.

In addition, programs that employ Positive Youth Development principles generally seek to achieve one or more of the following objectives: promote bonding; foster resilience; promote social, emotional, cognitive, behavioral, and moral competence; foster self-determination; foster spirituality; foster self-efficacy; foster clear and positive identity; foster belief in the future; provide recognition for positive behavior and opportunities for pro-social involvement (activities or events in which youth could actively participate, make a positive contribution, and experience positive social exchanges); and foster pro-social norms.

Services proposed in response to this RFP should be described in a manner that clearly address the positive youth tenets (“the 5 C’s”) referenced above in one or more of the Social Domains in a manner that facilitates one or more the aforementioned objectives. Applicants should provide a clearly defined measure(s) of impact for each of the objectives the proposed services are intended to address. In addition, the defined measure should also include a description of data that will be collected and managed (analyzed) to positively affect outcome measures.

Narrative Responses (Scoring Rubric Schedule D):

Note: When providing service via an MOU with another service provider you must respond to each question accordingly.

1) Describe the Positive Youth Development Activities (PYDA) you propose to provide:

- a. Who is the target population;
- b. What is the “menu” of activities that you will provide and why were these chosen. It is strongly encouraged that the “menu” of PYDA activities chosen include research or evidence indicating their effectiveness for the target population;
- c. Understanding that operational hours may change based on need, what do you anticipate the typical days and hours of operation to be and why;
- d. For each proposed service, on an annual basis, how many unduplicated youth do you project;
- e. What community outreach will be included to ensure targeted youth population benefit from identified activities;
- f. For each proposed service, what will your capacity be to provide services to targeted youth at any one time;
- g. Describe to what extent the communities input was obtained and incorporated in the above “menu” of services i.e., including but not limited to community/block club meetings, surveys, legislative discussions
- h. Describe the plan for which services will be delivered in a culturally competent manner;
- i. Describe the manner and physical environment in which such services will be provided;
- j. Describe how these 5C’s are intended to be addressed and which of the objectives each will address; provide a rationale between each Positive Youth Development Activity proposed and the particular objective.

2) Extent of Experience:

- a. Based on the services you have presented in question #1, please clearly and specifically describe your experience in working with youth and families within the target population. If you intend to work with another service provider provide documentation of their experience;
- b. Describe your and/or partner agencies methods for, and related experience in, reaching out to the community to market the services and provide data that supports your effectiveness;
- c. Describe your and/or partner agencies methods for, and related experience in, engaging and retaining youth and families in the targeted services and provide data that supports your effectiveness; if working with another service provider provide a signed Memorandum of Understanding that details the roles and responsibilities of each party. If applicable, attach and label as Attachment #4.

3) Implementation and Location:

- a. Address
- b. Copy of floor plan for activities described above;
- c. Evidence that the location will be ready for occupancy no later than October 1, 2016;
- d. Documentation of community support (Attachment #2);
- e. Indicate if your agency will be the owner /operator of this facility or will be leasing and provide evidence of funding/fiscal ability to support related expenses.
- f. Describe your plan to have adequate staffing in place to provide the services described in the RFP by October 1, 2016;
- g. Describe your history and experience with meeting implementation deadlines for new services.

4) Outcomes and Data Reporting:

- a. For each objective provide at least one outcome measure that is clear and specific. The measure should clearly describe the tool(s) to be utilized, why it was chosen, and the operational definition of the objective, the numerator and denominator of each measure, as well as the specific target level of achievement, and rationale for the same. The numerator and denominator should be described in specific manner allowing for a clear and certain understanding of the calculation to be performed;

- b. To the extent that you have historical data related to proposed objectives serving the target population or similar, please provide the last two years historical data.
- c. Describe your agencies culture with respect to its ability to collect, review, report and analyze data in a timely manner that facilities quality improvement. What QI practices are going to be utilized and implemented to ensure that identified outcomes are being successfully achieved and/or corrective plans put in to place to meet identified outcomes?

5) Budget (please be sure to complete the Budget Worksheet provided:

- a. Provide detail of how the staffing and costs presented on the budget worksheet will realistically support the provision of services to the target population and the achievement of the related outcomes described in your proposal.
- b. Provide Job Descriptions for the staff proposed to be funded through this RFP. Label as Attachment 3.

IV. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- Proposers **MUST** sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The initial term of the contract shall be awarded for a three month period anticipated to commence on October 1, 2016 and terminating December 31, 2016. The County in its sole discretion may terminate the contract prior to December 31, 2016 for cause.

The County in its sole discretion may extend the contract beyond its initial term for up to a five (5) additional one (1) year periods at the same prices and conditions.

INDEMNIFICATION AND INSURANCE

The proposer accepts and agrees that language, in substantially the following form, will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and

(b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule “B”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

[INTELLECTUAL PROPERTY RIGHTS

The proposer accepts and agrees that language, in substantially the following form, will be included in the contract between the proposer and the County:

All deliverables created under this Agreement by the Consultant are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Consultant hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the

County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Consultant may retain copies of such records for its own use.]

NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) Insert the following notice in the front of its proposal:

“NOTICE

The data on pages ____ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer’s competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * **THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____
Name and Title

Insured, the Issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 69 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____

FOR COUNTY USE ONLY:		
	Name of County Dept. Requesting Certificate	_____
	Purchase Order or Contract Number	_____
	Vendor Insurance Classification	_____

County of Erie Standard Insurance Certificate

LAW-1 INS (Rev. 3/06)



This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I Insured		III Companies Affording Coverages	
Name	Address	A	
Zip	Phone No.	B	
II Issuing Agency		C	
Name	Address	D	
Zip	Phone No.		

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
Company Letter - from III above	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____

FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

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INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
- A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
- B. Coverage must comply with all specifications of the contract.
- C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

** Snow removal contracts require evidence of broad form property damage.

*** In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

**** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.

Schedule C

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A)

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____

Day of _____, 20__

Schedule D

Erie County Department of Mental Health

Provide Positive Youth Development Activities and Supports located
at a Community Resource Center

RFP#A1527VF

Scoring Tool

Agency Name:
Date Reviewed:
Reviewer Name:

Section 1: Service Provision Note: When providing service via an MOU with another service provider you must respond to each question accordingly.	
1a Service Provision	<p>In this section clearly describe the Positive Youth Development Activities (PYDA) that you propose to provide within the context and funding allocated within this RFP. This should include the target population, a menu of Positive Youth Development Activities that you will provide and why these were chosen, citing (where available) supporting research or evidence on effectiveness for the intended purposes.</p> <p>For each proposed PYDA how many unduplicated youth to you project to serve on an annualized basis; for each identify what the service capacity will be at any one-time. Provide a rationale for each.</p> <p>Lastly, how these 5C's are intended to be addressed, and which objectives each will address. Provide a rationale for the link between each PYDA and the particular objective.</p>
1a. Scoring	<p>0= Did not answer, or did not include all required information.</p> <p>1=Response does not contain a clear narrative of which PYDA will be provided; and/or the link between the PYDA, the corresponding 5C's, and the related objective(s) is not clear; capacity and/or number of youth projected to be served does not appear to be realistic.</p> <p>5= Response is clear; projections of capacity and number served appear realistic and well justified. Target population fits the intention and eligibility of the RFP.</p> <p>10= Response goes beyond what is identified above. There is a very clear description the PYDA activities to be provided and the direct link to how the services will address the 5C's and its relevancy back to the target population. Citations of supporting research or evidence are provided.</p>
1b. Service Provision	<p>Understanding that operational hours may change based on need, what do you anticipate the typical days and hours of operation to be and why;</p> <p>Describe to what extent to communities input was obtained and incorporated in the above "menu" of services;</p> <p>Describe the manner and physical environment in which such services will be provided;</p>

Section 2: Extent of Experience Note: When providing service via an MOU with another service provider you must respond to each question accordingly.	
2. Extent of Experience	<p>Based on the services you have presented in question #1, please clearly and specifically describe your experience in working with youth and families within the target population. If you intend to work with another service provider provide documentation of their experience;</p> <p>Describe your methods for and related experience in reaching out to the community to market the services. Provide data that supports your effectiveness;</p> <p>Describe your methods for and related experience in engaging and retaining youth and families in the targeted services. Provide data that supports your effectiveness;</p> <p>If working with another service provider provide a signed Memorandum of Understanding that details the roles and responsibilities of each party. If applicable, attach and label as Attachment #4.</p>
2. Scoring	<p>0= Did not answer, or did not include all required information.</p> <p>1=Response does not clearly or fully respond to each of the questions listed above for the lead applicant and/or, if the service will be provided via an MOU, with another service provider for that organization. If applicable, MOU may be present but it does not clearly delineate and describe roles and responsibilities.</p> <p>5=Response is clear. There is clear evidence that the service provider or, if applicable, the partner agency as indicated on the MOU has a history in providing related services or supports to the target population. Applicant has documented ability to effectively market to the community in which they serve, and to engage and retain youth. If applicable an MOU is present and clearly describes roles and responsibilities.</p> <p>10= Response provides documented evidence of a history of that the service provider or, if applicable, the partner agency as indicated on the MOU, has a history in</p>

	<p>2016;</p> <p>Describe your history and experience with meeting implementation deadlines for new services.</p>
3. Scoring	<p>0= Did not answer, or did not include all required information. Location is outside of targeted zip code area of 14208.</p> <p>1=Response does not clearly or fully respond to each of the questions listed above for the lead applicant and/or, if the service will be provided via an MOU, with another service provider for that organization. If applicable, MOU may be present but it does not clearly delineate the understanding and ability to implement service delivery by the target date of October 1, 2016. Proposal doesn't clearly detail ability to implement by October 1, 2016.</p> <p>5= Response is clear. Floor plan appears reasonably adequate to support PYDA described in response. Location is in the targeted zip code. Fiscal support to support the facility is provided. There is clear evidence that the service provider and/or, if applicable, the partner agency as indicated on the MOU has a history of implementing programs within the targeted timeframe. Staffing plan and building readiness support the same. If applicable an MOU is present and supports the start-up time frames. Evidence of community support for the provision of PYDA to the target population is provided.</p> <p>10= Location is already available and provides adequate facilities for the provision of PYDA and the nature of the facility makes it flexible for future or other community needs. There is reasonable belief that the evidence of fiscal support to sustain the facility is sustainable for the foreseeable future. Evidence of community support for the provision of PYDA to the target population is provided and it is very clear that the community understands the nature and extent of what will be offered. Evidence of community support is broad (multiple community organizations, local councilpersons office, etc.)</p>

Scoring for Section 3	
Total Section 3, Implementation and Location:	x Weighting of 1=
Reviewer Comments:	

<p align="center">Section 4: Outcomes and Data Reporting</p> <p>Note: When providing service via an MOU with another service provider you must respond to each question accordingly.</p>	
<p>4. Outcomes and Data Reporting</p>	<p>For each objective, provide at least one outcome measure that is clear and specific. The measure should clearly describe the tool to be utilized, why it was chosen, the operational definition of the objective, the numerator and denominator of each measure, as well as the projected level of achievement, and rationale for the same; <u>The numerator and denominator should be described in specific manner allowing for a clear and certain understanding of the calculation to be performed;</u></p> <p>To the extent that you have historical data related to proposed objectives serving the target population or similar please provide the last two years historical data.</p> <p>Describe your agency's culture with respect to its ability to collect, review, report and analyze data in a timely manner that facilitates quality improvement. What QI practices are going to be utilized and implemented to ensure that identified outcomes are being successfully achieved and/or corrective plans put in to place to meet identified outcomes?</p> <p>If applicable, the MOU should clearly delineate an understanding and responsibility to monthly data reporting to the lead agency.</p>
<p>4. Scoring</p>	<p>0= Did not answer, or did not include all required information.</p> <p>1=Response does not clearly or fully respond to each of the</p>

	<p>questions listed above for the lead applicant and/or, if the service will be provided via an MOU, with another service provider for that organization. If applicable, MOU may be present but it does not clearly delineate the expectations pertaining to data reporting and related QI efforts.</p> <p>5= Response is clear. Tools to be utilized are reasonable with respect to the desired objective related to the PYDA. Measures to be utilized are clearly operationalized so that there is little doubt to the reviewer as to what will be measured, how, for whom. Reasonable target levels of achievement are provided. Response contains a description of how the agency has utilized data in the past to improve service delivery.</p> <p>10= All the elements found for a score of 5 are present, plus historical data is present that helped inform projected targets. Agency has an individual who is primarily responsible for data reporting, collection and analysis for QI. Objectives are clearly well defined and relevant, leading the reviewer to be confident in what will be measured, and how the effectiveness of the PYDA can be ascertained for the target population.</p>
Scoring for Section 4	
Total Section 4, Outcomes & Data Reporting: x Weighting of 2 =	
Reviewer Comments:	

Section 5: Budget	
Note: When providing service via an MOU with another service provider you must respond to each question accordingly.	
5. Budget	<p>Provide a detailed description of how the staffing and costs presented on the budget worksheet document will realistically support the provision of services to the target population, serve the targeted number of individuals, meet the proposed capacity and facilitate the achievement of the related outcomes described in your proposal.</p> <p>Provide Job Descriptions for the staff proposed to be</p>

	funded through this RFP. Label as Attachment 3.
5. Scoring	<p>0= Did not answer, or did not include all required information.</p> <p>1= Budget and related narrative do not provide information in a manner that is clear, realistic, and/or supportive of the proposal. Job Descriptions and credentials are not clearly related to the intent and/or scope of services to be delivered</p> <p>5= Budget and narrative are clear. The reviewer feels the information provided reasonably supports the proposal as presented.</p> <p>10= Budget and narrative are clear. The reviewer is fully confident that the information presented is realistic, sustainable and will support the proposal as presented. No substantial concerns exist in any review of audited financial statements. Job descriptions are clear and a direct link to the services to be provided can be confidently made.</p>
Scoring for Section 5	
Total Section 5, Budget: x Weighting of 1=	
Reviewer Comments:	
Total Score All Areas:	

Agency Name:
Date Reviewed:
Reviewer Name:
Reviewer Signature:

Attachment 1	
<p align="center">Erie County Department of Mental Health Submission Completeness Checklist</p> <p align="center">Positive Youth Development Activities and Supports located at a Community Resource Center</p>	
RFP#A1527VF	Agency:
Item:	Proposer Check to Verify Inclusion:
One (1) original and five (6) copies Submitted by deadline of 3p.m. August 21, 2015	
One page transmittal letter or memo	
ECDMH RFP Submission Package Checklist- Labeled as Attachment 1	
Signed Agency Cover Sheet Form	
Copy of the Board resolution authorizing submission of this proposal- Labeled as Attachment 2	
Attestation to participate in/cooperate with the ECDMH system of care reform efforts- Labeled as Attachment 3	
Documentation of Community Support (if more than one document, package together) - Labeled as Attachment 4	

If Applicable, Memorandum of Understanding with partnering agency-Labeled as Attachment 5	
Proposal Narratives limited to no more than 10 pages.	
Budget Work Sheet Attachment- Labeled as Attachment 6	
Job Descriptions - Labeled as Attachment 7	
If Applicable, Certification letter indicating Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE)- Labeled as Attachment 8	
If Applicable, proposer company is 51% or more Veteran owned.- Labeled as Attachment 9	
Disclosures of any employees/officers who are currently or where a county employee w/n 1yr of response to RFP - Labeled as Attachment 10	
Proposer Certification, Schedule A	
Standard Erie County Insurance Certificate , Schedule B	
Equal Pay Certification- Schedule C	